



**Life Adventures, Inc.**  
14258 Creek Run Drive, Riverview, FL 33579, USA  
Phone: 888-896-4953, 813-383-4985, Fax: 267-295-7831  
E: [vetting@lifeadventures.us](mailto:vetting@lifeadventures.us) W: [www.lifeadventures.us](http://www.lifeadventures.us)

Dear Employer,

As an employer of a J-1 Summer Work/Travel participant, you have obligations to the participant and Life Adventures, Inc. as the visa sponsor in order to comply with the J-1 visa regulations.

These are:

1. Fully complete the job offer form, provide the endorsement/cover page of your worker's compensation insurance policy, your current business license and answer all questions required during the verification process.
2. Fully intend to employ the participant upon his/her arrival in the United States. You are expected to stand by your employment offer. If you are unable to do so because of work conditions, you must contact Life Adventures, Inc. immediately.
3. Fully intend to give the number of hours indicated on the job offer. Participants need to work enough hours to offset the costs of the program but cannot work so many hours that they are not able to complete the required cultural activities.
4. Provide an efficient and responsive way for Life Adventures, Inc. to communicate with you before and during the program. We prefer a working email or direct line to the person responsible for hiring and/or supervising the participant.
5. Agree to communicate with the participant's sponsor in a timely fashion for:
  - a. The job verification process. We will contact you by email and phone but if do not hear back from you within a week will reject the job offer. Please make sure the contact details we give you are current and active. Give alternatives if your business is not open during specific times of the year.
  - b. Confirming the arrival of the participant within a few days of the scheduled job start date
  - c. Assisting the sponsor to remind the participant to complete their program validation within the 10 day required time
  - d. Assisting the sponsor if necessary with each required 30 day check in procedure
  - e. Informing the sponsor if the participant does not initially show up for the job as scheduled and if the participant should be fired, laid off or quit during the stated job offer dates.
  - f. When possible, provide activities that will qualify as the cultural activities required by the visa.

Life Adventures, Inc. is the J-1 visa sponsor and bears the responsibility of communicating to the US government about the participants' whereabouts and program experiences. However, as the employer, you do play a very important role in the visa process. Please, refer to us any questions concerning Social Security cards, deducting payroll taxes, program rules and regulations. We are ready to assist you.

Please, sign this page of the J-1 Employer and Work Site Eligibility Survey thus indicating that you have read and accepted the above information and conditions.

Company's Name (including dba) \_\_\_\_\_

Manager's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please complete this form, scan and send to [vetting@lifeadventures.us](mailto:vetting@lifeadventures.us)**



## J-1 Employer and Work Site Eligibility Survey

This survey is for the screening purposes only and contains the information for internal use needed to determine the company's eligibility for J-1 students' hiring. Life Adventures, Inc. may share/display this document to the Department of States (Department of Exchange Programs in particular) only after their official written request.

1. Is your company a registered member of US Chamber of Commerce, Council of Better Business or any other business/social/charity association? If yes, please specify.

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2. Please describe turnover and sales volume of goods/services contrasting winter and summer seasons. Give specific numbers if possible.

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3. Please describe occupancy and workload of employees in winter and summer. Give specific numbers of permanent and temporary employees in winter and summer. Describe how seasonality affects business hours of your business and employee schedule in winter and summer.

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4. What ways do participants have to interact with U.S. citizens and experience U.S. culture other than at their workplaces? Please enlist any summer cultural events/historic sites/scenic areas/parks/major cities in your area.

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Please, sign this page of the J-1 Employer and Work Site Eligibility Survey thus indicating that you have provided completely true information about your company.

Company's Name (including dba) \_\_\_\_\_

Manager's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please complete this form, scan and send to [vetting@lifeadventures.us](mailto:vetting@lifeadventures.us)**